

<Name of Project> Quality Assurance Report

Agency Name

Identify the name of the agency sponsoring the project.

Project Name

Identify the name of project.

Review Interval

Indicate the review period covered by this report.

Date

Identify the date of report.

Contact Information

Identify the name and phone number of the individual to contact for follow-up information on the report.

Recommendations

Identify the high priority recommendations for this reporting period. Use a supporting document to supplement this summary information.

Project Overview

Provide a brief description of the project.

Sample:

X uses X technology and replaces existing...

Features are:

Benefits are:

Expected savings are:

Current Interval QA Activities

Describe the major quality assurance activities accomplished during this reporting period.

Sample

Attended and provided input at the weekly status meetings.

Attended Contract Review Meeting. Verified Contractor Compliance and fund/budget allocation.

Attended Monthly Steering Committee Meeting.

Planned Activities For Next Review Period

Describe Planned Activities for the Next Review Interval,

Sample

Attend Contract Review meeting to ensure contract compliance.

Attend and provide input at scheduled project Meetings.

Review Risk Mitigation Plan.

Project Risk Assessment and Trends

Describe the observed and identified risk areas within the project and the trend of that risk (improving, worsening, no change) as well as impacts of the risks.

Risk Mitigation Recommendations

Identify the steps or actions to address the trends.

Outstanding QA Issues

Describe the new and unresolved issues from previous reports. Issues should be documented in the Issues Log.

Other Findings

Record other findings not already noted above. Examples of possible other finding areas are: assessments of quality processes and controls, observations for the Project team and/or executive sponsors and adherence to quality agreements or other tools.

About the Quality Assurance Provider/Vendor

Identify who prepared the report, their credentials, the method of preparation and any necessary report context.